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City of Alameda  
Code No.3146  
Approved by C.S.B.  
October 4, 2006

## TRANSPORTATION COORDINATOR

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### **DEFINITION**

Under direction coordinates and performs a variety of transportation planning work involving policy development and project implementation and oversight; analyzes city-wide and regional transportation issues and administers plans and service delivery; performs other related work as required.

### **DISTINGUISHING FEATURES**

Work in this class involves complex transportation planning analysis aimed at improving transportation services, and in developing and recommending alternative approaches to resolving transportation problems. Incumbents may be assigned administrative responsibility for major projects or programs.

### **EXAMPLES OF DUTIES**

1. Plans and conducts a variety of transit planning and service delivery studies including documentation of service performance, service analysis, recommendations for service enhancements, and discussion of pertinent issues.
2. Coordinates various transportation activities, programs, projects, plans and functions.
3. Coordinates and conducts complex transit research and analysis, including long-range studies.
4. Reviews and analyzes transportation development plans and proposals.
5. Monitors current transit service levels and identifies potential areas for study; may prepare cost analysis studies.
6. Analyzes technical, demographic and financial data used to assess route and schedule changes; develops recommendations for change.
7. Prepares grant proposals, applications and related materials, project descriptions and progress reports; monitors grant administration and the expenditure of grant related funds.
8. Collects and coordinates the collection of data; develops and implements survey techniques and processes; supervises and participates in field studies; prepares comprehensive reports and studies.
9. Acts as liaison to and coordinates work with other City departments, other governmental agencies, local industries, businesses and community groups involved and/or interested in transportation issues and planning; provides technical advice and expertise.
10. Maintains current knowledge of transportation regulations, trends and practices.
11. Provides staff support to various boards and commissions such as the Transportation Commission
12. Provides lead direction, coordinates and monitors the work of, and provides training to assigned staff and consultants.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from an accredited four year college or university with major course work in Transportation Planning or Engineering, City and Regional Planning, Urban Studies, or a closely related field.

**Experience:** Three years of progressively responsible experience in transportation planning, engineering or systems analysis involving urban and regional transportation planning.

#### **Knowledge**

Knowledge of transportation planning concepts, methods and procedures; principles and practices of transportation data collection and presentation; traffic demand management; current developments and trend in transportation planning including potential service enhancements and environmental regulations issues; functions of state, regional and local transportation agencies; transportation funding sources and mechanisms at federal, state, regional and local levels; applicable laws and regulations

Ability

Ability to effectively coordinate and perform transportation planning work with speed and accuracy; coordinate assigned activities, programs, projects, plans and functions; compile, analyze and interpret data; conduct studies and prepare reports and summaries; establish and maintain accurate records; interpret and apply federal, state and local laws and regulations; operate designated computer equipment and software; draw valid conclusions and project consequences of decisions and recommendations; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with City staff, consultants, representatives from other cities and agencies, residents, and community and business representatives.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.